

Cornell Note Taking Guidelines

Section A: Heading

- Write name, date, period, and page number at the top of each page.
- Write the title and textbook page numbers where the notes were gathered on the center line.
- This section is approximately ½" high.

Section B: Record Notes & Review

- The large box to the right is for writing notes.
- Skip a line between ideas and topics.
- Don't use complete sentences – use bulleted lists.
- Use abbreviations whenever possible. Develop shorthand of your own, such as using "&" for the word "and."
- After you have take notes, compare the notes with other students' notes for review and to clarify any ambiguous information.
- This section is approximately 5 – 5½" wide.

Section C: Reduce and Recite

- Write questions based upon the main concepts, key facts, and people.
- Write these in the left column your notes.
- Recite or say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words.
- This section is approximately 2 – 2½" wide.

Section D: Reflect & Recapitulate

- Write a three or four sentence summary at the end of ALL note pages on the topic.
- The summary should not be a word-for-word rewriting of your notes, but rather a reflection of the main points you want to remember from your notes.
- This section is approximately 2½ -3" high.

A	
C	B
D	